

**JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: July 23 – 24, 2001

Classification Title: Labor Relations Specialist
CBID: E98

Job Analysis Conducted By:

Lisa D. John, Staff Services Analyst
Carol MacMillan, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Positions
Report dated March 30, 2001 there are 8 incumbents in this
classification.

Subject Matter Expert:

Jackie Cervantes Labor Relations Manager I, Labor Relations Branch
Human Resources Division, Headquarters

Armand Burruel Correctional Administrator, California State Prison, Solano

The above subject matter experts remained the same during the entire job analysis process.

INFORMATION GATHERING

The initial list of task statements and the initial list of knowledge, skills, and abilities statements were identified after conducting a literature review which consisted of the following:

- Personnel Examining Section History File
- Personnel Operations History File
- Personnel Operations Analyst's File
- Duty Statement from the Labor Relations Office. Only Headquarters uses the Labor Relations Specialist classification.
- State Personnel Board job specification
- Other state government websites: Arizona (WRIPAC member), Alaska, Ohio, Washington and USA Jobs.
- Other government Job Opportunity sites: UC Davis

This classification is used by the Human Resources Division, Labor Relations Office. However, per information from the Personnel Operations Analyst, the Labor Relations Office is in the process of submitted a Training and Development package for the Associate Governmental Program Analyst to a Labor Relations Specialist. The State Personnel Board specification for the Labor Relations Specialist states in the Definition of Series, paragraph 2 the following: "Labor Relations Series work is clearly distinguishable from general personnel management work. Positions performing general personnel management duties a majority of the time or labor relations work on a less than full-time basis during periods of collective bargaining are appropriately allocated to general personnel management classifications (AGPA)." In the past when those in the AGPA classification applied to take the Labor Relations Specialist examination, they were denied due to the Labor Relations Specialist specification, Definition Series, paragraph 2.